



NOTICE OF BID OPPORTUNITY

**Competitive Solicitation 2024-01
Observation Surveys**

COMPETITIVE SOLICITATION POSTING: Thursday, December 21, 2023

DEADLINE FOR SUBMITTING BIDS: Friday, January 26, 2024, by 5:00 p.m. Pacific Time

Find the full solicitation on [Washington’s Electronic Business Solution \(WEBS\)](#). Vendors not registered in WEBS will not receive updates or amendments to the solicitation, which could disadvantage your bid.

Pre-bid conference: Thursday, January 4, 2024, at 3:00 p.m. (Pacific Time)

Microsoft Teams	
Microsoft TEAMS Meeting Click here to join the meeting Meeting ID: 283 909 610 09 (Code ZXU377)	Or call in (audio only) +1 564-999-2000,,728543439# United States, Olympia (833) 322-1218,,728543439# United States (Toll-free) Phone Conference ID: 728 543 439#

Contract location: Statewide

Contract description: WTSC intends to purchase services for conducting Observation Surveys. An Observation survey is a social research technique involving the direct observation of a behavior in the natural setting (i.e. roadside). These surveys do not involve interacting with or intercepting persons, however observation surveys may be combined with other survey approaches, such as intercept surveys, to collect additional self-report information.

Seat belt observation surveys are required to be conducted annually following a prescriptive pre-approved method and protocol conforming to 23 CFR Part 1340: Uniform Criteria for State Observational Surveys of Seat Belt Use. The survey method currently calls for observing and recording front-seat motorist seat belt use at 375 sites in 26 counties around the state during the month of June. For more information about seat belt survey sites and required survey protocol specifics, review Exhibits E.

The firm selected, hereafter called “CONTRACTOR”, will be responsible for hiring, training, and monitoring all personnel to assist in performing the planning, data collection, quality control, and data compilation/delivery for conducting observation surveys on behalf of WTSC. The CONTRACTOR will need to work closely with the WTSC in order to carry out the seat belt observation survey according to WTSC and the National Highway Traffic Safety Administration (NHTSA) specifications. Finally, the CONTRACTOR will also need to compile, clean, and transmit survey results in electronic format (.csv or .xlsx) to the WTSC.



Additional observation surveys, such as for distracted driving, or seat belt surveys at different site locations, are initiated by the WTSC depending on annual resources. Additional surveys are conducted as resources allow and as needed by the WTSC. Examples of these types of surveys are provided for response in Exhibit B-1-Performance Requirements and Exhibit C-Bid Price.

The WTSC conducts all analysis of raw survey results and develops reports for NHTSA submission and publication. The WTSC may also provide GPS units pre-programmed with the 2023-2027 seat belt survey site locations and up to 12 iPads for the CONTRACTOR to use in performing the surveys (if needed). Historically, the agency has used the application FormConnect for developing data collection forms, collecting data, and exporting data.

For more information about WTSC observation surveys, see the seat belt observation survey report here https://wtsc.wa.gov/wp-content/uploads/dlm_uploads/2023/02/Seat-Belt-Use-in-WA-State-2022_Feb2023.pdf, the distracted driver observation survey report here https://wtsc.wa.gov/wp-content/uploads/dlm_uploads/2022/10/10_Distracted-Driver-Observation-Survey-2022.pdf, and the 2019 Colville Indian Reservation seat belt observation survey report here https://wtsc.wa.gov/wp-content/uploads/dlm_uploads/2019/11/2019-Seat-Belt-Use-on-the-Colville-Reservation-in-WA-State.pdf.

Commodity codes: 918-12-Analytical/Predictive Studies and Surveys (Consulting), 918-94-Traffic Consulting, 918-96-Transportation Consulting

Inclusion plan: None

Preference/priority points: [if applicable]

- Washington small businesses
- Veteran-owned businesses
- Executive Order 18-03

Solicitation documents: Solicitation documents, contacts and bid instructions are available in WEBS: <https://pr-webs-vendor.des.wa.gov/>.

Question-and-answer period: Thursday, December 21, 2023 to Thursday, January 18, 2024. Questions received between Friday, December 22, 2023 – Monday, January 1, 2024 will be answered by Wednesday, January 3, 2024. Submit questions or concerns about this solicitation in writing to the Procurement Coordinator:

Staci Hoff, Ph.D., Research Director

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